



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-03-087	OPENING DATE: 11-14-03	CLOSING DATE: 12-12-03	OPEN TO ALL CANDIDATES
POSITION: Staff Assistant JS945-08	TYPE OF APPOINTMENT: Temporary Grant Funded (not to exceed 13 months)		ANNUAL SALARY: \$36,255
DIVISION: Family	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full Time Temporary	

BRIEF DESCRIPTION OF DUTIES: Responsible for storing, retrieving, delivering and returning data files and hard copy files internally and to the offices of the Clerk of the Court. Enters files and produces regular or special reports from written documents. Accurately maintains the time and attendance records of the staff and volunteers. Coordinates the identification and scheduling of all volunteers involved in the program. Serves as the recorder for all meetings of the Interdisciplinary Advisory Panel and the Cooperative Permanency Resolution Development Committee.

MINIMUM QUALIFICATIONS: High-school diploma or GED, plus four (4) years of clerical or administrative experience. Further education or relevant training may substitute for experience. Strong computer skills in Word, Excel, and presentation programs are required. Excellent verbal and written communication skills are essential.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor.
Failure to respond to the ranking factors will disqualify you from further consideration.

1. Ability to use a personal computer and word processing, spreadsheet, database and/or presentation programs.
2. Ability to communicate effectively, orally and in writing, and to provide courteous and effective customer-service.

SELECTION PROCESS: Testing will be required of qualified candidates in keyboarding (40 WPM corrected for errors), language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). An interview will be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division,
515 5th St., NW, Room 213, Washington, DC 20001.
For further call (202) 879-0496
Visit it us on the web at www.dccjobs.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.